



CLEVELAND FEDERAL EXECUTIVE BOARD

2005 ANNUAL REPORT



Mission

The mission of the Cleveland Federal Executive Board is to promote unity of purpose among Federal agencies to better service our community and our employees.

Vision

The Cleveland Federal Executive Board will promote enhanced communication, cooperation, and collaboration, crossing agency lines to provide cohesive high-quality, coordinated Government services and information to our community. The Cleveland Federal Executive Board will also promote a safe productive work environment for our employees.

POLICY COMMITTEE

The Cleveland Federal Executive Board (CFEB) is governed by the Policy Committee. Listed below are the 2005 officers and members of the Policy Committee.

Chairperson

Kathy Ainsworth
District Manager
United States Postal Service

Vice Chairperson

Greg White
United States Attorney
Office of the United States Attorney

Members

Charles Allaman
Manager, Traffic Control Tower
Federal Aviation Administration

RADM Robert J. Papp, Jr.
District Commander, USCG
Ninth Coast Guard District

Michael A. Bilinovich
SAC
United States Secret Service

Geri M. Smith
Clerk of Courts
Northern District Court of Ohio

Dr. Julian M. Earls
Director
NASA Glenn Research Center

Kenneth Sweitzer
Acting Director
DFAS – Cleveland Center

Peter J. Elliott
United States Marshal
United States Marshals Service

Theodore Wasky
SAC
Federal Bureau of Investigation

Michael Gonzales
Cleve. Commissioner's Rep
Internal Revenue Service

Ex-Officio Members
LTC Michael D. Hoskin
Commander
Defense Contract Management Agency

Bradley Mayes
Director
Department of Veterans Affairs
Regional Office

Michael W. Springer
Director
General Services Administration

William D. Montague
Medical Center Director
Cleve. Dept. of Veterans Affairs Medical
Center

FEB Staff
Michael Goin, Executive Director
Simone Johnson, Administrative Assistant
Bernice Roberson, Office Support

Goal #1: Advance the Administration's Goals and Initiatives

Emergency Preparedness

- In partnership with FEMA, the CFEB sponsored a briefing on the NRP. The briefing was held on March 9, 2005, at the Defense Contract Management Agency. Amanda Rattliff, Assessment & Exercise Branch Terrorism Specialist, DHS, FEMA, provided members of the Cleveland Federal Executive Board (CFEB) with an overview of the National Response Plan, to include the roles of federal agencies. Ms. Rattliff also provided the members of the CFEB with a summary of key operational component of the NRP and its development process.



On June 29 and 30, 2005, the CFEB in partnership with GSA and FEMA presented a two-day COOP Managers Training course. During the two-day course, held at the Defense Contract Management Agency, 46 individuals representing 22 federal agencies participated in the tabletop exercise. Participants were divided into groups based on their COOP experience. The exercise scenario was designed to provoke discussion of important topics associated with the design and activation of a COOP plan. Each group was partnered with senior COOP specialists who help facilitate the tabletop scenario. At the conclusion of the exercise, participants were able to discuss issues raised during the exercise, share best practices, and most importantly increase their understanding of the COOP process and be better prepared to serve as a COOP leader for their respective agency. The exercise, which is part of a series of COOP related training courses planned, was deemed beneficial to all participants, as well as to their individual agency's level of readiness to response to emergencies. The Emergency Preparedness Committee continues to work with GSA and FEMA to plan and deliver exercises related to COOP readiness for the Cleveland agencies.

- During FY05, the CFEB's Emergency Preparedness Committee provided monthly updates on emergency programs that impact the safety and security of federal employees. Several examples are:
 - The committee worked tirelessly to plan a tabletop exercise with the following objectives: To familiarize participants with each other and their agencies jurisdictions, capabilities, and resources; To provide training in the National Incident Management System (NIMS) to an awareness level;

To provide familiarization training in the National Response Plan (NRP) to an awareness level; To apply NIMS/NRP training at a tabletop exercise customized for the participating Federal Agencies in Cleveland; and to develop and After Action Report to identify potential problems and suggest corrective actions.

- During FY2005, the committee continued to update and maintain the CFEB emergency dismissal guide and occupant emergency plan, as well as the continued planning of COOP related training and exercises.
- The CFEB collected and maintained emergency contact data of CFEB participating agency's leadership to assist the emergency preparedness committee and OPM in meeting its emergency contact requirements.
- Working with members of the FBI (Chair of the 2005 CFEB Security Committee), the Cleveland Federal Executive Board (CFEB) facilitated improvements in the process of sharing information and coordinating exercises. The process utilizes the CFEB's Security- Intelligence Sub-Committee to facilitate regular reporting of relevant information. The FBI, under the leadership of Ted Wasky, SAC, has played a critical role in the design and presentation of several key emergency exercises presented in FY2005.
- In partnership with the Defense Finance and Accounting Service of Cleveland (DFAS), the CFEB sponsored a free training course on personal safety. The training was conducted by the Federal Protective Service. Attendees received tips and relevant information on personal safety. Over 60 federal employees attended the training session. Similar sessions cost an average of \$25/participant, producing a cost saving of \$1,500.
- On April 20, 2005, the CFEB coordinated and participated in a video conference with FEMA Region V and the Columbus FEA, to discuss continuity of operations plans and training for the coming year. 20 emergency coordinators from various Cleveland area agencies attended. The training was hosted by the Cleveland office of Housing and Urban Development (HUD). The video based format of the meeting eliminated the travel cost normally associated with holding face-to-face meeting and produced a cost savings of over \$1,200.

Combined Federal Campaign



Northeast Ohio Combined Federal Campaign Results (NEOCFC)	
FY2005 Campaign Goal	\$1,970,000
FY2005 Final Result (audited)	\$1,988,124



FY 2005 CFC Staff

In FY 2005, 8 additional counties in Ohio were added to the CFC, expanding the campaign coverage to 16 counties. Carol McClain, CFC Campaign Director, attributes the continued campaign expansion to the operation of an efficient and cost effective campaign. The federal community continued to be generous by donating their time and money to help the CFC exceed its campaign goal of \$1,970,000. During the campaign, the Loaned Executives (LE) help deliver the message by participating in several volunteer

events, contributing over 200 hours of their time to a variety of caring related projects (e.g., soup kitchens, shelters and days-of-caring projects). Additionally, the LE staff trained over 700 employees to serve as keyworkers and campaign coordinators.

- The CFEB conducted its annual agency census on the federal presence in Northeast Ohio. The purpose of the census was to acquire the most accurate demographic information on federal agencies located in the surveyed area. The collected information was used to assist the CFC in planning its FY05 campaign. Additionally, the information was used to update the CFEB's emergency contact data sheet.

Human Capital

- On April 12, 2005, the CFEB hosted a Department of Defense designed training session on the Computer/Electronic Accommodations Program (CAP). The training program's goal was to inform and train individuals on options available for improving accessibility for individuals with disabilities. The day long session was attended by more than 40 federal employees having special needs or responsibilities in providing, processing, or determining appropriate accommodations.

- On June 15, 2005, the CFEB held its Full Board meeting at the Anthony J. Celebrezze Federal Building. Guest speaker Karen Lebing, Operations Manager, Office of Personnel Management, presented the recent SES changes to the members of the CFEB. Karen's expert knowledge on the subject allowed attendees to gain a better understanding of the changes, removing myths and misconceptions related to the requirements and goals of the SES program.
- The CFEB distributed OPM memos and information to member agencies regarding hiring flexibilities, SES Pay for Performance changes and other related topics.
- In FY2005, the CFEB partnered with health plan provider Kaiser Permanente to conduct a series of focus groups, comprised of Federal employees, to study and explore health benefits options available to federal employees. The goal of the study was to collect data and formulate recommendations on low cost options. A comprehensive report is expected late December 2005.
- In an effort to promote continued learning, the CFEB sponsored its annual "Employee College Fair" on June 7, 2005. 17 local colleges and universities participated in the half day event. Each college/university provided counseling to attendees regarding undergraduate and graduate degree programs. Over 200 employees attended. Counselors also provided information on non-degree courses focused on skill building and self-improvement.



Cleveland Federal Community Leadership Institute (CFCLI)

The CFCLI is a low-cost intergovernmental training program that provides employees opportunities to learn successful strategies and skills through interaction with top managers and key decision makers from throughout the Cleveland Federal, business and academic communities. Application of these new skill sets and best practices enhance each participant's leadership qualities and facilitate work-related success and growth. Additionally, partnerships between the Federal and local communities are strengthened through the involvement of CFCLI participants and alumni in projects that promote volunteerism, mentoring, participation on community agency boards, and investment in other roles that positively impact local communities.

The Leadership Institute met every third Tuesday of each month from October through June. Sessions began at 8 a.m. and ended at 4:30 p.m. Participants were required to attend all sessions, cooperate in group projects, and complete all assignments. Time commitment required one full working day each month and an additional 8 to 12 hours per month for group projects and assignments.



2005 CFCLI Leadership Class

The 2005 CFCLI team projects included enhancing and developing community partnership through projects focused on information sharing, Veterans concerns, health issues, youth, and senior's related projects. In 2005, participants contributed over 150 volunteer hours completing community projects. Similar leadership programs (Leadership Cleveland, Leadership Lorain) cost participant an average of \$2,500/participant, providing a cost saving of over \$50,000.

On June 28, 2005, Bill Castleberry, Director, Military and Travel Retail, Coors Brewing Worldwide, joined the Cleveland FEB in presenting the 29 participants their certificates of completion. The addition of the 29 graduates brings the total number of individuals completing the program to over 200.

E-Government

- In FY2005, the CFEB, through the NEOCFC, continued to work with the NASA Glenn Research Center (GRC) to promote the use and expansion of on-line pledging. In 2004, 75% of NASA GRC's contributions were process utilizing United Way's E-way system. In 2005, the NASA GRC center utilized their time and attendance system to process donations. Since 100% of the civil servant employees have access to the system, the campaign was able to garnish addition improvements in employee contact and efficiencies. In 2005, over 85% of the GRC contributions were processed using their on-line system. As a result of the system improvements, the campaign was able to realize a cost saving of over \$13,500.

FEB Conference

The CFEB Executive Director attended the 3-day FEB Executive Director's conference in Washington, DC, to obtain and share FEB's operational best practices.

Goal #2: Create and Advance Local Initiatives

Congressional Staff Day

- On June 21, 2005, The CFEB partnered with the Department of Veterans Affairs to host the annual Congressional Staff Day. This event provided an opportunity for federal officials to meet with local staff members of U.S. House of Representatives and Senate offices, to present information of mutual interests. 16 staffer from 13 Senate and Congressional offices participated. The session included a tour of the VA Medical Center and presentations from various Federal agencies, to include the FBI, SSA, EEOC, VARO and SBA. *"The event was a complete success"* said David Jewel, event coordinator, *"we are looking forward to next year."*



2005 Harvest for Hunger Campaign

- To help the fight against hunger, the CFEB kicked off its annual campaign on March 1, 2005. The campaign ran the entire month of March. Many of the local federal agencies participated in the campaign, donating money and food items. Some organizations ran special events to raise the campaign's awareness levels, having hot dog sales, bake sales, and raffles, with all proceeds going towards the campaign. The federal family in Cleveland donated approximately \$16,000 in monetary donations and approximately 10,000 pounds of food donations. On June 9, 2005, David Pugh, CEO, Applied Industrial Technologies and chair of the 2005 campaign, presented the CFEB with the "Harvest for Hunger 2005 Gold Award" for its operation of a model campaign and its contributions to the campaign totals.

Interagency Mediation Group (IMG)

- In 2005, the CFEB celebrated its fifth year of providing mediation service. During FY 2005, the IMG group led by the Defense Finance and Accounting Service completed 12 mediations at the EEO post-counseling stage. The mediations resulted in a cost saving of over \$575,000 (based on Air Force review cost).

Hate Crimes Conference

- In partnership with the FBI, the U.S. Attorney's Office, and The Northern Ohio Hate Crimes Working Group, the CFEB's Community Relations Committee assisted in the facilitation and delivery of the events. The 3-day event was free to the public. The conference topics included a focus on Civil Rights, National Security, and the Multicultural Experience. The conference focused on understanding hate crimes and working toward change. The conference concluded with a conflict resolution presentation by W.A.V.E. and a victim assistance panel with representatives from the county, state, and the federal government. The average attendance was over 120 participants per day. The estimated value of the conference was over \$50,000.

Limited English Proficiency (LEP) Brochures

- Now translated into 12 different languages, the LEP brochures are available in pdf. format and have been made available to government, state, and local agencies, who assist non-English speaking individuals in understanding their rights and the benefits available to them under Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency". Translated copies of the LEP brochures are now available at the following Web address: <http://www.grc.nasa.gov/WWW/OHR/FEB/lep.htm>.

Limited English Proficiency Partnership Group

- In March, the Partnership welcomed Ms. Iris Choi, Regional Director of the Ohio Civil Rights Commission, who spoke on cultural awareness for the diverse Asian countries, and shared insights on how to better serve the Cleveland Asian communities. The LEP group continues to build community relations through its outreach efforts to the community. Additionally, the group provides yearly training for agencies on E.O. 13166.

Public Service Recognition Week

- On May 5, 2005, the CFEB hosted its 19th Annual CFEB Wings of Excellence awards program. This year, the CFEB recognized 66 employees, representing 17 federal agencies, who served as role models in federal service and routinely contributed above and beyond their stated duties. The keynote speaker for the event was local celebrity and news anchorwoman, Romona Robinson, from WKYC, Channel 3 news. Over 450 employees and guest attended the celebration. See page 12 for awards poster.

FEB Briefing

- In 2005, the CFEB conducted 15 briefing regarding the national FEB network and their value to the community.

Goal #3: Provide Information, Referrals and Guidance for Intergovernmental & Community Outreach

CFEB Web Site Team

- Federal employees representing NASA, VAMC, DFAS, and the USCG continue working to revise and enhance the CFEB web site to augment its ability to communicate relevant information.

Open Season Health Benefits Fair

- On November 22, 2004, the Cleveland Federal Executive Board hosted its annual health benefits fair. During the event, employees had the opportunity to speak with representatives from various health insurance providers regarding benefits options and changes for the year. The day long event also included health screening stations providing blood pressure and cholesterol screening. The Red Cross was on hand to conduct blood donations and marrow screening. Over 1000 employees attended the event.

Senior Citizens Information Fair



On April 27, 2005, Employees of the Department of Navy, Postal Service, NASA Glenn Research Center, the Veterans Administration, and the CFEB, worked together to raise the awareness of federal services available to senior citizens by hosting a senior citizens government services information fair at the Euclid Senior Citizen Center. Additionally, William Jarrett III, Public Affair Specialist, SSA, provided an overview of program changes and benefits. The 150 seniors in attendance were also given the opportunity to speak to several county and non-profit agencies regarding benefits and services.

Combined Federal Campaign



- On July 20, 2005, the CFEB partnered with the United Way of Greater Cleveland (2005 PCFO) to conduct a federation retreat. The retreat was designed to inform charitable agencies and organization of the important dates, actions, and plans for the 2005 campaign. 40 individuals from 20 non-profit organizations attended the day long session.

The goal of the workshop was to increase charitable agencies participation in the campaign while reducing or alleviating issue that arise throughout the campaign. Additionally, the workshop provided the opportunity for organization to provide input into the overall campaign plan.

- On August 31, 2005, the CFEB and CFC held its annual CFC social at the Myers University Club. Over 250 guests joined CFC Chair Dr. Julian Earls, NASA Glenn, as he outlined his campaign goals for the 2005 campaign.



Dr. Earls, 2005 CFC Chair



Safety and Health Outdoor Fair

- On July 13, 2005, The CFEB partnered with DFAS to host its annual outdoor safety health awareness fair. The fair attracted over 1,000 attendees.

4th Annual Read-In

- On December 28th, federal agency heads and other federal employees joined the CFEB staff in reading to young children at a local library. The cozy library setting set the stage for the volunteers to read with great expression and enthusiasm. The goal of the read-in was to encourage reading.

Smoking Cessation “Kicks Butt” Day

- A team of 6 individuals representing the U.S. Coast Guard, Federal Protective Service, VA, U.S. Postal Service, and the Department of Commerce organized an event that provided employees and visitors of the Anthony J. Celebrezze Federal Building and the Veterans Administration Hospital in Brecksville, Ohio, with information regarding smoking cessation and the effects of smoking during the lunch hour. The goal of the event was to heighten awareness of the effects of smoking and encourage quitting.

Community Partnering

- As part of the CFCLI curriculum, the May session of the CFCLI leadership training program was devoted to gaining a better understanding of the local government and community. CFCLI participants and the development team, met at the United Way of Greater Cleveland for a day of developing their awareness and increasing their knowledge of the Cleveland community through a panel discussion. Panelist included Celeste Ribbins, Office of the Mayor of Cleveland, Betsie Norris, Adoption Network of Cleveland, Ruth Gray, Empowerment Center, and K. Michael Benz, United Way Services of Greater Cleveland. Dr. Mittie Chandler, Director of Urban Research Center, Cleveland State University, served as moderator.

Referral Information for post 9/11 Veterans

- A team of federal employees joined forces to provide comprehensive referral information to the post 9/11 veterans. The team work with members of the nonprofit community to establish the information web site that will serve the post 9/11 veterans and orient them to the spectrum of services that is currently available to them.

Summary Benefits of Cleveland FEB				
Type	Sub-Type	Unit of Measure	Impact (\$)	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars	-	2,700
IMG/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency 12 mediations	dollars	-	575,436
Leadership Development Program	Interagency	dollars		50,000
Hotel	Interagency	dollars	11,000	
Harvest for Hunger	Interagency	dollars	16,000	
Hate Crimes Conference	Interagency	dollars		50,900
Donations	CFC	dollars	1,988,124	
E-gov	CFC	dollars		13,500
CFCLI and CFC Volunteer Hours	350 hrs/\$20	hours	7,000	
American Red Cross	Blood and Marrow	1900 units	349,600	
City Mission	Clothing	pieces	375	
Harvest for Hunger	Food (lbs)	10,000 pounds	20,000	
City Mission	Personal Hygiene Products	dollars	200	
			\$2,392,299	\$692,536
	Total Contribution		\$3,084,835	

Awards Poster



The Cleveland Federal Executive Board Presents

 Tamarlin Burton, MPA Chief, Business Office, CFC	 J.J. Martin Best Branch Chief, Bureau Center of Excellence	 Carla A. Briggs Legal Assistant	 Michelle M. Bright N. Bureau's Agent	 Twila A. Byrd Manager/Operating Chain Coordinator	 Yolanda Carlin-Bailey Sales and Service Associate	 Henry P. Chromik Comptroller Specialist
 Priscilla Clark Supervisor, Distribution Operations	 Thomas C. Currell Engineer Service Specialist	 Gladys K. Fisher Employee and Labor Relations Specialist	 Charlotine Cummings U.S. Postal Clerk	 Dr. David G. Davis Assistant Engineer	 Michael Debeck Special Agent	 Debi Dharma Senior Case Service Representative
 Ted Ebert Rating Systems Service Representative	 Terrell Enoch Customer Service Coordinator	 Daryl A. Edwards Accountant	 Helene Fellows Accountant	 Vedney L. Gandy E.N.	 Lawrence C. Gutter III Electronic Engineer	 Todd Hartwig Intelligence Law Enforcement
 Margaret M. Harmons Small Business Specialist	 Ron Hayes Chief, Business Relations Development Services	 Susan Henzler Executive Officer for Research and Technology	 Miranda Holloway Deputy, United States Marshal	 Jerome Hudson Office Clerk	 Debra S. Hughes-Betts Sales Specialist	 George Jacklin Manager, General Psychiatry Clinic
 Harold B. Javel Chief, Federal Affairs	 Debra L. Jones Customer Service Manager	 Susan Keith Physician, Director of Wide Path Primary Care	 Jenna Kline ADP/Clerical, General Practice Residency Program	 Scott Lafferty Senior Associate Counsel	 Richard Lamb Customer Service Representative	 Erick Larson Contracting Officer
 Craig Johnson Chief, Federal Affairs	 Sharon L. McLeod Product Specialist	 Linda M. McMillen IT Specialist	 Mark Mowbray Environmental Engineer	 Kerri L. Neukirch Brand Marketing Specialist	 Major Lawrence W. Noggle II Dep. Dir. Reserve Pay Operations	 Angela Norwick Rating Systems Service Representative, BPO Coordinator
 Kenneth M. O'Connor Senior Safety Engineer	 Lieutenant Eric Pender Search and Seizure Counselor	 Dr. John J. Pouch Physician	 Vicky Pryor Investigator	 Brenda Rindland Inventory	 Wanda C. Richardson Human Resources Specialist	 Kathleen A. Smith Contract Administrator
 Douglas R. Sandstrom Planning Team Leader	 Mary E. Szymczyk Claims Examiner	 Patricia B. Taylor Claims Examiner	 S. Erlene Truitt Program Analyst	 Greg Wade Senior Property Manager	 Therrell Washington II Manager of Customer Service	 Justin Wozel Chief, Budget and Accounting
 Daniel White Research and Outreach Manager, Environmental Management Office	 Michael Williams Prosecutor	 Tamera Workman Contract Administrator	 Norman Zahler Contract Technician	 Kermit Zarcmba Management Analyst	 Jana M. Zerkow Administrative Officer	<p>Not Pictured:</p> <p>James G. Calabrese Senior Computer Specialist</p> <p>Stephanie Pearson Manager, Customer Service</p> <p>Subrina Shillman Investigator</p> <p>Louisa Gates Manager, Customer Services</p>

2 • 0 • 0 • 5

Distinguished Federal Service Recognition Awards Program

May 6, 2005, 11a.m. to 2p.m.